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Permit Procedures

This applies to all building permits. Don't forget your State Plumbing Permit when required!

You must call 217-566-3806 or 217-653-4627 for inspections:

After staking
Before pouring concrete for footings/tiling
When project is completed

Construction must start within 90 days after permit issued and completed within 1 year

Occupancy Permit – as required by city ordinance **before** occupying premise

Random visits during construction

*** New * Construction damage deposit requirement – effective 4/1/16 ***

Some building projects within The Village of Williamsville – renovations or new construction – will require a refundable damage deposit of \$250. This deposit will help to cover damage to Village property such as sidewalks.

1. An inspector will inspect the site after you apply for the building permit. The inspector will take photos at that time to document the situation.
2. After the construction work is completed, call the Village Hall to schedule an inspection of the Village property. The inspection will typically be scheduled within a week (5 business days).
3. The deposit will be used to pay for repairs to any new damage to Village property. If no damage is found, the entire amount will be refunded within approximately a 4 week period.

This \$250.00 deposit will be required for any new home or construction project that would require heavy equipment to cross the existing sidewalk.

Driveway apron and the sidewalk where driveway crosses must be 6 inches thick, 6" x 6" welded wire W1.4 x W1.4 (Ordinance 2016-4).

VILLAGE OF WILLIAMSVILLE
141 W. MAIN
WILLIAMSVILLE, ILLINOIS 62693

BUILDING PERMIT APPLICATION

INSTRUCTION:

1. Please print or type all information neatly.
2. No review or processing of any application will be conducted until complete plans, specifications and other necessary information have been submitted.
3. Applicants must complete every part of this form, unless special directions indicate otherwise. Blanks will delay processing of your application and issuance of your permit.
4. Place an "X" or a check mark in spaces where you are not making a response.
5. Specific questions or problems can be answered by the Director of Building and Zoning or his assistant.
6. Attach additional pages where necessary to provide complete information.
7. Plot plans must be attached showing the location of proposed structure. Plot plans must include north indicator and show distances from building to front, back and side lot lines.
Does plan conform to subdivision covenants? _____ Yes _____ No.
(The Village is not obligated nor authorized to enforce subdivision covenants.)
8. The builder must stake building. The builder must identify pins for lot lines or prove lot line pin locations if requested by the Director.

PROJECT ADDRESS _____

LEGAL DESCRIPTION _____

OWNER _____

MAILING ADDRESS _____

ARCHITECT OR ENGINEER (Single family construction exempted) _____

ADDRESS & TELEPHONE _____

CONTRACTOR _____

ADDRESS & TELEPHONE _____

NO BURNING CONSTRUCTION/DEMOLITION DEBRIS
(THIS IS AGAINST STATE LAW REGULATIONS)

SUBCONTRACTORS:

Electrical _____
Plumbing (License number required) _____
Mechanical _____
Excavation _____
Roofer _____
Other _____

Lot Size: Width _____ *Length* _____ *Zoning* _____ *Building Size: Width* _____ *Length* _____
Total So. Feet _____ *Off Street Parking Space* #Open _____ #Enclosed _____
Existing Uses _____ *Height* _____ # of Floors _____ *Basement: Yes* _____ *No* _____

TYPE OF CONSTRUCTION PROPOSED:

___ *New building*
___ *Addition to existing building*
___ *Foundation only*
___ *Sign*
___ *Modular*
___ *Siding only*
___ *Other*

PROPOSED USE OF NEW, ALTERED, REMODELED, REPAIRED OR ENLARGED STRUCTURE:

___ *One family*
___ *Two family (duplex)*
___ *Multi family (More than two family's _____ # units)*
___ *Transient Hotel, Motel, Dormitory _____ # units*
___ *Private garage/carport*
___ *Amusement or Recreation*
___ *Church/other religious*
___ *Heavy/light industrial*
___ *Service station/repair service*
___ *Institutional/Hospital*
___ *Office/Bank/Professional service*
___ *Store/Mercantile*
___ *Tanks/towers/fences*
___ *Signs*
___ *Parking lot*
___ *Structure in a large-scale development (one building permit per building)*
___ *Other: Specify*

A full-page view of a blank sheet of graph paper. The grid consists of small squares formed by thin black lines. There are no margins, text, or other markings on the page.

I hereby certify that I have read and examined this application and answers to the questions are true and complete. I agree to perform said work and/or construct said building/structure as described in the foregoing application and in accordance with the plan and specifications submitted. It is understood that the permit does not provide for the erection or installation of anything extending below, into or above any public thoroughfare.

I further certify that no work or installation has been or will be performed prior to the issuance of said permit and that all work will be performed to comply with all federal, state and village laws, rules, regulations and ordinances whether specified in this application and accompanying plans and specifications or not and that no violations now exist on this property. It is understood that any construction activity prior to issuance of the permit will subject me to a double rate permit.

I understand that there will be three (3) phases of inspections by the Director of Building & Zoning and that these inspections must occur prior to the continuance of construction from that phase. Failure to secure these inspections will subject me to violation fines. The three (3) phases of construction requiring inspection are: 1) Stake out; 2) Foundation and sump-pump drainage and 3) Completion of structure. Each inspection shall be completed within (5) working days of notice.

I understand that the Building Permit, herein applied for, becomes null and void if work or construction is not commenced within 90 days after the date of issuance, or if construction or work is suspended or abandoned for a period, exceeding 90 days at any time after work has begun. And the permit shall expire (1) one year from date of issue.

I understand that a permit must be obtained from and a tap and development fee paid to the Village of Williamsville, prior to issuance of this permit.

I understand that the building shall not be occupied until the Director of Building & Zoning has issued the certificate of compliance.

Cost of completed structure _____ *Permit fee* _____ (See attached)

Applicant signature _____ *Application date* _____

Applicant mailing address _____ *Phone #* _____

OFFICE USE ONLY

Building Permit No. _____ *Amount paid* _____

Date Issued _____ *Date paid* _____

Collected by _____

Approved by Director of Building & Zoning

Date Building Permit denied _____ *Comments:* _____

Appeals fee paid _____

Date paid _____

Denied by Director of Building & Zoning

ORDINANCE OF
THE VILLAGE OF WILLIAMSVILLE, ILLINOIS

RE: Amending Ordinance No. 2000-020 BUILDING PERMIT FEES

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF WILLIAMSVILLE, ILLINOIS, AS FOLLOWS:

Section One:

That Section One of Ordinance No. 2000-020 Re: Building Permit Fees shall be amended to read as follows:

Section One:

The following shall be the building permit fees for construction within the Village of Williamsville, Illinois:

- (a) 15¢ per square foot for residential construction, said residential construction shall be based on a finished per square foot basis;
- (b) 10¢ per square foot for garages and all outbuilding;
- (c) 5¢ per square foot for commercial construction with a minimum base fee of \$100.00 and a maximum base fee of \$2,000.00, plus reimbursement of all costs incurred by the Village including, but not limited to, its engineering, legal or clerical fees associated with said construction;
- (d) \$25.00 for a fence, pool, sign or tower.
- (e) The minimum building permit fee for any construction, remodeling or other type of activity which requires a building permit shall be \$25.00.

Section Two:

All Ordinances, Resolutions or Regulations in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict.